

Transportation Emergency Support Function

Primary Coordinating Agency: South Bend Transpo

Support Agencies:

- South Bend Community Schools
- Penn Harris Madison Schools
- St. Joseph County American Red Cross Chapter
- St. Joseph County Emergency Management Agency
- St. Joseph County Highway Department
- South Bend Street Department
- Mishawaka Street Department
- St. Joseph County Health Department
- St. Joseph County Coroner
- Area Ambulance Services
 - South Bend Emergency Medical Services
 - Mishawaka Emergency Medical Services
 - Memorial Air Angels

Mitigation

√	Mitigation Task	Resource
1	Identify critical transportation facilities and fueling sites that are vulnerable to damage from a natural or man-made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
2	Identify Transportation Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
3	Identify sources of hazard-specific needs, resources, and equipment.	St. Joseph County Highway and City Street Departments
4	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
5	Identify roles and responsibilities of support agencies.	South Bend Transpo & St. Joseph County Highway Department

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures/guidelines, other plans, and procedures necessary for the Transportation Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
2	Develop and conduct training and exercise programs for Transportation Emergency Support Function personnel.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
3	Develop and maintain a roster of Transportation Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & St. Joseph County Emergency Management Agency
4	Maintain and update personnel and equipment certifications.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
5	Obtain detailed maps of County jurisdictions.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, County Geographic Information System, & Area Plan Commission
6	Identify and secure agreements for transport of exotic and research animals.	South Bend Animal Control, Potawatomi Zoo, & St. Joseph County Humane Society
7	Ensure that copies of all necessary Transportation Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Transportation Emergency Support Function station in the St. Joseph County Emergency Operations Center.	St. Joseph County Emergency Management Agency
8	Develop and maintain lists of sources of hazard-specific resources and equipment.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
9	Execute mutual aid agreements and memoranda of understanding with support agencies, ancillary or contract support services, and resources.	St. Joseph County Highway Department, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
10	Provide guidance on State and Federal regulations regarding transportation issues.	St. Joseph County Highway Department

√	Preparedness Task	Resource
11	Provide assistance to support agencies to ensure development of procedures and checklists.	St. Joseph County Emergency Management Agency
12	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	St. Joseph County Highway Department, Jurisdictional Communications Departments, & St. Joseph County Emergency Management Agency

Response

√	Response Task	Resource
1	Make notifications as required by standard operating procedures, using call down lists, including all support agencies.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
2	Obtain status report on County activities, once in the Emergency Operations Center.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
3	Collect information concerning Transportation Emergency Support Function field activities.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
4	Assist in the development of an incident action plan.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function
5	Provide technical assistance as requested.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Jurisdictional Public Works Departments

√	Response Task	Resource
6	Support other Emergency Support Functions as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
7	Provide situation reports of Transportation Emergency Support Function activities to the Emergency Operations Center supervisor when requested.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
8	Attend meetings for periodic situation updates.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
9	Document incoming and outgoing notifications, and maintain record of actions taken.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
10	If Joint Information Center is activated, send Emergency Support Function representative to that location, as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
11	Coordinate with the Law Enforcement and Public Works Emergency Support Functions to provide assistance in placing barricades, controlling traffic, etc., as needed.	St. Joseph County Highway and City Street Departments & Jurisdictional Public Works Departments
12	Coordinate with the Law Enforcement and Evacuation Emergency Support Functions in assisting with building evacuations, as needed.	Local School Corporation & Public Transportation Departments
13	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs
14	Coordinate the acquisition and allocation of helicopters to assist in searches, overhead incident site inspection, and medical evacuation/transportation needs.	Law Enforcement Emergency Support Function & Memorial Air Angels

√	Response Task	Resource
15	Coordinate with local jurisdictions for the acquisition of transportation resources, materials, and supplies as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function
16	Coordinate with local jurisdictions for the acquisition of transportation resources as needed in the event of the evacuation of jails.	Local School Corporation, Public Transportation Departments, & Jurisdictional Law Enforcement Agencies
17	Provide transportation assistance for the evacuation of special needs population throughout the County, as needed.	Local School Corporation, Public Transportation Departments, Jurisdictional Emergency Medical Agencies, & Memorial Air Angels
18	Provide public information officer support to St. Joseph County Emergency Management Agency and Emergency Operations Center.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
19	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency, Information and Planning & Resource Support Emergency Support Functions
20	Coordinate with the Law Enforcement Emergency Support Function to provide security for supplies, medications, vaccines, and other disease prevention measures as they are transported into affected areas.	St. Joseph County Health Department, Jurisdictional Law Enforcement, St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Coordinate with the Law Enforcement Emergency Support Function to assist local authorities in establishing checkpoints for re-entry to evacuated areas.	Local School Corporation, Transportation Departments, & Public Information Emergency Support Function
2	Collect and inventory all equipment used during the incident.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function
3	Provide guidance on State and Federal transportation regulations.	St. Joseph County Highway and City Street Departments
4	Coordinate with the Resource Support Emergency Support Function on resource accountability.	All Support Agencies
5	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
6	Prepare appropriate After-Action Reports.	All Support Agencies

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Transportation Emergency Support Function**.

Primary Coordinating Agency
Transportation ESF
South Bend Transpo